

RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #900131-07

SCHEDULE #: 90-124

EFFECTIVE DATE: 10/15/90

Agency Code: 460  
Agency: State Merit System of Personnel Administration  
Creating  
Office: Eligibility Unit, State Health Benefit Plan

Series  
Title/Dates: "Annual Premium," 1981 and continuing

Access: Open  
Class: Individual

Related To: Application from employee requesting to pay for health benefits coverage directly. The employee must have eight (8) years of state employment or twenty (20) years of employment through the Board of Education.

Arrangement: File is divided into two sections (teachers or state employees), thereunder alphabetical by name of member

Retention  
Requirement: Administrative: two (2) years

Media: Paper

Disposition  
Instructions: Cut off at end of calendar year,  
Hold in current files area two (2) years, then  
Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon  
Edward Weldon  
Secretary of State Designee

10-19-90

Date